

# STAFFORD COUNTY SCHOOL BOARD

## Agenda Consideration

**TOPIC:** Proposed Amendment to Policy 2-37 -  
Community Use of School Facilities

**ITEM NO:** 13C

**PREPARED BY:** André A. Nougaret  
Assistant Superintendent for  
Support Services

**MEETING DATE:** July 11, 2006  
June 20, 2006  
**ACTION DATE:** July 11, 2006  
**INFORMATION ONLY:** N/A

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**ACTION REQUESTED BY THE SUPERINTENDENT:** That the School Board approve Policy 2-37as amended.

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**KEY POINTS:**

- ◆ The 2004 efficiency study identified the cost saving benefits to be incurred from the restructuring of facility use procedures and a revised facility use fee structure.
- ◆ At present there are seven (7) policies (2-37, 2-38, 2-39, 2-40, 2-41, 2-42 and 2-43) governing the Community Use of School Facilities. These policies have not undergone revision for some time.
- ◆ In the fall of 2004, a Policy/Regulation Review Committee was formed comprised of: school administrators (representative from each level), Director of Parks and Recreation, Administrative Assistant, Department of Safety, Security and Risk Management and the Assistant Superintendent for Support Services.
- ◆ The final outcome of the Policy/Regulation Review Committee yielded one (1) consolidated policy (2-37). Policies 2-39 and 2-40 were not included in this effort and remain unchanged.
- ◆ Several key revisions/additions are contemplated in the amended Policy 2-37. They are as follows:
  - Defined payroll function as related to personnel fees;
  - Defined deposit procedure (facility use and personnel fees) at the school level;
  - Percentage (30%) of facility use fee returned to district's Utility Account;
  - Facility use funds remaining at the school are to be used solely for capital expenditures;
  - Facility users must carry General Liability Insurance (Minimum \$1 Million).
- ◆ It is recommended that the policy undergo a review following one year of utilization to address any unforeseen issues that may arise.

**SCHOOL BOARD GOAL:** Provide facilities that promote student learning and community support.

**FUNDING SOURCE:** N/A

**AUTHORIZATION REFERENCE:** Bylaw 1-32 – Policy Adoption, Amendment & Suspension  
*February 2006*

## COMMUNITY RELATIONS

Community Use of School FacilitiesA. Generally

The buildings and grounds of the Stafford County Schools shall be made available to the community so as to afford their maximum use without disrupting the educational process. The primary uses of the buildings and grounds shall be for the purpose of educating the children and youth of the community through the regular instructional programs of the schools and supplemental activities that relate to that program. Secondary to the above purposes is the use of the school buildings and grounds for the welfare and betterment of the community in general.

B. Priorities for Use

Priorities for the use of school facilities are established by the Stafford County School Board as the following:

1. Regular school program. The requirements of the regular school program shall receive first consideration.
2. School-related organizations.
3. Stafford County Parks and Recreation Department Programs (Category I).
4. Nonschool child and/or youth groups within the county such as 4-H, scouts, etc., and Government agencies (Category II) provided that the meetings or functions are of general community interest.
5. Nonprofit Stafford County recreational organizations (Category III).
6. Nonprofit Stafford County church, civic, and community organizations (Category IV).

C. Application and Approval

The superintendent or designee is authorized to organize and administer regulations for the receipt and approval of applications for the use of school buildings and grounds.

COMMUNITY RELATIONSCommunity Use of School Facilities

Applicants who have been denied the use of school buildings and grounds may appeal the decision of the superintendent to the Stafford County School Board.

D. Rules and Conditions

The group or organization using the school buildings and grounds must assume the responsibility for damages to the property occurring during the time of authorized use. The using group or organization shall agree to indemnify and hold harmless the school board and all of its members and employees from any loss or injury incurred in connection with the use of school facilities as well as provide evidence of General Liability Insurance (minimum one million dollars) for the protection of persons and property. The group or organization shall be required to provide acceptable adult supervision and crowd control plans in advance of an event open to the public.

E. Fees

The Superintendent shall approve through regulation a schedule of fees to be charged for the use of school buildings and grounds. The fees shall be based upon the actual cost to the school division, the facilities to be used, required services of personnel and the type of organization filing the application. Higher fees may be charged when facilities are used for events open to the public and an admission fee is charged.

Fees collected from organizations or groups shall be deposited at the school in a Facility Use Activity Fund Account. Such funds shall be designated in two categories: personnel and facility rental.

Twice annually January and June, thirty percent (30%) of deposited facility rental funds shall be deposited in the utilities account in the Stafford County Public Schools General Operating Fund. Remaining funds are to be used solely for capital expenditures at the school.

COMMUNITY RELATIONSCommunity Use of School Facilities

All personnel funds collected to pay existing employees, for supervisory, custodial, etc. services rendered shall be forwarded to the Payroll Department to be processed accordingly. The amount paid to the employee will not necessarily coincide with the amount charged to the renter. Custodial, security and school nutrition staff will be compensated for like work at their contracted rate to include over-time should it apply.

Legal References: (1980)

Code of Va., §22.1-131. Boards may permit use of school property; general conditions.--"A school board may permit the use, upon such terms and conditions as it deems proper, of such school property as will not impair the efficiency of the schools. The school board may authorize the division superintendent to permit use of the school property under such conditions as it deems proper. The division superintendent shall report to the school board at the end of each month his actions under this section. Permitted uses may include use as voting places in any primary, regular or special election and operation of a local or regional library pursuant to an agreement between the school board and a library board created as provided in § 42.1-35 of this Code." (1980)

Code of Va., § 22.1-132. Boards may impose certain conditions on use of property.--Permits for the use of school limiting the use of the property while classes are in session and (ii) an undertaking by the lessee to return the property so used in as good condition as when leased, normal wear and tear excepted." (1980)